

Great Coxwell PARISH COUNCIL (GCPC)

Dear Councillor

You are summoned to attend the monthly meeting of Great Coxwell Parish Council to be held in the Reading Room on Monday 27th Jan 2020 at 7:30pm

Yours sincerely Joanne King (Clerk)

AGENDA

1. To receive apologies for absence

2. To receive any declarations of interest

3. To approve the minutes of the Parish Council meeting held on 9th Dec 2019

4. Resignation Parish Councillor

5. Any matters arising from the last meeting and not itemised on this agenda:

Actions from last meeting:

- Lloyds Bank for adding new signatories and removing retired signatories. [finance section]
- Yew hedges offered
- Puddleduck Lane damage
- Noticeboards
- Insurance review group

6. To allow members of the public to make representation, answer questions and give evidence in respect of any item of business

7. To receive a report from the County Councillor

8. To receive a report from the District Councillor

9. Chairman's Announcements

- Discuss potential new RFO
- Closure e-mail accounts and signatures
- Propose to purchase QuickBooks accounting package £360
- Crib scene working party
- Dog Poo initiative
- Meeting Landscape contractor

10. Planning Matters None

11. To receive and consider reports and minutes of committees and working groups

a. Park report – Cllr Russell

- ROSPA repair update
- S106 application for MUGA
- Ground lease update

12. Neighbourhood plan

Contact review

13. NAG/Neighbourhood updates

14. Financial Matters

a. RFO Report

1/ Report items

- Income and expenditure spreadsheets, Q3 bank reconciliation and Q3 budget vs actual performance report sent to Councillors and Parish Clerk in advance of meeting.
- Precept request form completed and submitted to VWHDC

- 'Declaration of Compliance' sent to The Pensions Regulator
- Signatories to Parish and Park bank accounts still unchanged. Letter sent to Lloyds Bank on 10th Jan clearly indicating our instructions as advised by bank
- Changes to signatories to Parish Room bank account made successfully

2/ Items for decisions/action

- New payment terms arranged with Castle Water by Cllr Russell. First payment made by RFO from personal account due to short timeline. RFO to be reimbursed. Standing Order form to be completed and signed.
- 'Governance documents' (emailed separately to Councillors and Parish Clerk) to be reviewed and approved.

3/ Payments for approval

<u>Ref</u>	<u>Date</u>	<u>Details</u>	<u>Amount</u>
PCExp16/19	15/11/2019	Castle Water	100
PCExp17/19	16/12/2019	Castle Water	100
PCExp18/19	20/01/20	123 Reg	191.88

15. Update on pavement improvement from footpath 231/1 to Cherry Orchard

16. Traffic lights on A420/Coxwell Road and S106 monies

17. Correspondence

Updated/corrected details VoWHDC – democratic services

18. Any other business/announcements to be added to next month's agenda

19. Date of next meeting

clerk@greatcoxwell.com